

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM

D/FBIS  
1013 Key Bldg.

EXTENSION

NO.

FBIS-1570/86

DATE

4 SEP 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/Logistics

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**ADMINISTRATIVE - INTERNAL USE ONLY**

FBIS-1570/86

4 SEP 1986

MEMORANDUM FOR: Director of Logistics

FROM:

[REDACTED]  
Director, Foreign Broadcast Information Service

SUBJECT: Temporary Assistance to FBIS Logistics Branch

1. This memorandum is to request assistance to the Logistics Branch of the FBIS Administrative Staff in the form of a temporary detail of one additional logistics officer through the completion of the FBIS move to Reston in March 1987.

2. Our Logistics Branch is deeply involved in the planning and scheduling for the move and the [REDACTED] FBIS Modernization Program. In addition, the Automated FBIS System (computer/communications system) is scheduled for delivery in early November 1986. This system, which consists of approximately [REDACTED] in hardware, will represent a quantum increase in the logistics work load and property accountability.

3. The substantial increase in activity and responsibility has already severely overloaded our two-person Logistics Branch, one of whom is scheduled for reassignment in the near future. They simply cannot continue to maintain the new level of on-going, daily logistical support required without assistance. A temporary assignee could be given additional substantial responsibilities in maintaining scheduling, inventory control, establishing property records, coordinating the Reston physical move, and assisting in the resettling aftermath. This subject has been discussed between [REDACTED] Chief, Supply Division, and [REDACTED] FBIS/AS. Your assistance would be appreciated.

**ADMINISTRATIVE - INTERNAL USE ONLY**

STAT

DS&T/FBIS/Admin  3Sep86

Distribution:

- Original - Addressee
- 1 - D/FBIS Chrono
- 1 - HSM Corres File
- 1 - C/Admin
- 1 - FBIS Registry
- 1 - Circulation Copy